

**Notice of Career Opportunity**  
**United States Courts**  
**Western District of Missouri**



Position Title: **Chief Deputy of Operations**  
Salary Range: **JSP 14-16 (\$99,907 - \$170,400)**  
(Based on experience and qualifications)  
Position Location: **Kansas City, MO**  
Opening Date: **June 10, 2016**  
Closing Date: **June 25, 2016**

The United States Courts for the Western District of Missouri is seeking a Chief Deputy of Operations. The person holding this position will maintain an office in Kansas City, Missouri with required occasional travel to divisional offices in Springfield and Jefferson City as well as other locations for training and business meetings. The Western District is a consolidated Court comprised of three offices and approximately 275 employees. Court professionals from other Districts willing to relocate are welcome to apply, and all applicants should visit [www.mow.uscourts.gov](http://www.mow.uscourts.gov) for general information about the Western District (WDMO).

**Description:**

The Chief Deputy of Operations reports directly to the Court Executive and works hand and hand with the Chief Deputy of Administration. The Chief Deputy of Operations is responsible for overseeing the Court Operations for both the Kansas City office and the Divisional offices in Springfield and Jefferson City, for both the District and Bankruptcy operations. The Chief Deputy of Operations will also be in charge of space and facilities for all 3 divisions.

**Representative Duties:**

Through oversight of and consultation with the managers and supervisors, ensure the efficient functioning of Court Operations along with space and facilities for the 3 courthouses.

Provide support, guidance, direction and assistance to managers, supervisors, and Divisional Managers of operational units, as well as additional areas/units assigned by the Court Executive.

In conjunction with the Chief Deputy of Administration, consultation with colleagues in other courts and agencies, and under the Court Executive's direction, study, propose, develop, and implement long range strategic plans for court operation and administration.

Formulate, implement, and monitor procedures and policies regarding case management and processing with multiple goals of timeliness, maximum customer service, and efficient use of resources.

Monitor customer needs through research, survey, and direct consultation with customers, including litigants, the bar, and the bench. Develop and implement overall plans for consistently maintaining high levels of customer service.

Review and analyze organizational structure, reporting relationships, and functional assignments, and analyze workload and personnel trends, with goal of developing short and long term plans for meeting current and future organizational needs

Coordinate training and development of line employees and supervisors; review and reassess existing procedural and substantive resource materials, such as manuals, recorded policies and procedures, continuing education materials, etc.; develop new resource and training materials as necessary.

In coordination with Human Resources, develop and implement performance standards for functional unit employees and supervisors; evaluate short and long term performance of supervisory and management personnel in light of standards; oversee the evaluation of line employees; implement and/or oversee implementation of personnel decisions based on conformance with performance standards.

Establish, assign, and explain work requirements to subordinate levels of supervision; establish, implement, monitor, and adjust long range schedules, priorities, and deadlines for completion of work assignments; coordinate work schedules among supervisors.

Ensure that staff exhibits a customer service attitude and orientation to maximize the level of service to be provided to all court constituents, including the bench, other federal agencies, and the public and court staff.

Oversee the compilation, reporting, and analysis of statistics relating to Court operations; coordinate with Administrative Office of the Courts regarding required statistical reporting; route and/or respond to statistical requests from the Court, other agencies, and the public.

Monitor local operational procedures for conformity with local rules; review and assess local rules; assess continuing viability of existing local rules *vis a vis* Federal Rules of Bankruptcy and Civil and Criminal Procedure, established practice, evolving technology, and emergent case law; through consultation with staff, Court, and Bar, formulate and propose amendments to existing local rules; serve as liaison between Local Rules Committees and Clerk's Office.

Prepare comprehensive memoranda, reports, correspondence, draft administrative orders, proposed procedural rules, and similar projects.

Support and staff judicial committees, as assigned, providing administrative input, guidance, and direction on matters impacting court operations and administration.

## **Qualifications**

- Applicant must have a bachelor's degree from an accredited educational institution.
- Minimum of six to eight years supervisory experience
- A solid technical foundation, including proficiency with CM/ECF
- Six years of progressively responsible experience in an administrative, professional or technical position that provided the opportunity for the applicant to gain (1) a general knowledge of management practices and administrative processes, (2) skill in dealing with others in person-to-person work relationships, and (3) the ability to exercise mature judgement. At least three of the six years of experience must have been progressively responsible experience in operations, supervisory/managerial or professional work which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management, preferably in a court environment (specialized experience).
- Excellent oral and written communication skills; excellent interpersonal and leadership skills; and the ability to demonstrate strong organizational, prioritizing and problem-solving skills are required. Candidates who also have a performance history that demonstrates proven skills in managing and leveraging limited resources are preferred.
- Must have a strong background in federal court operations, knowledge of sound financial controls and policies, and a working knowledge of legal terminology and court procedures.
- High ethical standards, initiative, tactfulness, mature judgment, and the ability to work harmoniously with others in a leadership capacity are essential.

- Experience in the federal judiciary is highly preferred; particularly, operational knowledge of the bankruptcy and district court and working knowledge of federal and local rules.

**Desirable Qualifications:**

A Master's degree is preferred. Federal court experience, including familiarity of court operations, a working knowledge of federal rules, and CM/ECF are highly desirable.

**Conditions of Employment**

Candidates must be able to show proof that they meet citizenship requirements for employment by the United States Courts and must be able to pass a full background investigation, including a criminal record and credit check. Court employees must adhere to all Judicial Conference regulations, specifically the Code of Judicial Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay. The United States Courts are a part of the federal judiciary.

**Application Procedures and Information**

Qualified persons should submit:

- A cover letter;
- Current résumé;
- Completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- Contact information for three professional references.

Application materials may be submitted via mail or e-mail to the following address:

United States Court  
Western District of Missouri  
Attention: Michele Nelson  
400 E. 9<sup>th</sup> Street  
Kansas City, MO 64106  
[michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)

The application deadline is June 24, 2016

Only candidates selected for an interview will be contacted.

Candidates for interviews will travel at their own expense for interviews.

The court reserves the right to modify the conditions of this job announcement.